## ImageNow QA Quick Reference

# EDWARDSVILLE

### Log into ImageNow

- Click on  $\bigcirc$  located on System Tray
  - Or: Click Start, All Programs, ImageNow 6
- Enter User Name and Password
  - Will use e-id and e-id password
  - Password will be updated in ImageNow whenever you change your e-id password
- Click Connect

## **Performing QA on Documents**

Note: This document covers the basics of quality assurance for a document. Every department has its own procedures for QA. The department will inform the user on what those procedures are.

- From drop down list for Batches on the Tool Bar Button Options, select batch type to open
  - Ready for QA (to shorten list)
  - Sort by Batch number or by Created by
- Double click on batch to open

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#### ImageNow Tool Bar Button Options

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	~	All Batches	
		Ready for QA	
		Ready for Linking	

#### **Batch Results**

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All Batches		2	516716	QA	In Process	103	60	37	6	0/17/2009	doutts	SCANNED	0/1
Ready for QA Bready for Linking		2	515322	QA	Suspended	35	24	0	1	0/10/2009	doutts	SCANNED	0/t
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		à -	510444	Scen	Completed	306	306	0	0	0/14/2009	vcorred	AUTO PROCESSEN	4.8)

- Options for page/batch
  - Mark pages as OK
  - Rescan this page
  - Commit this batch (used if not performing QA at this point)

Note: Not all departments perform QA as a separate step. QA is done at the same time as linking.

- Suspend this batch
- Delete this page
- When all QA'd (either OK or deleted) or batch is committed or suspended, will be returned to the batch results
- If no more batches to QA, proceed to the next step in the imaging process (i.e.; linking) or exit ImageNow
- Or repeat QA process for next batch



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Batch Processing		Test document for ImageNow scanning and linking		Select an application plan: Par. Addite: Art FIRAAADCQ	•
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